



**Privacy Impact Assessment
for the**

Case Service Report

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Contact Point

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Office of Special Education and Rehabilitative Services

Rehabilitation Services Administration

U.S. Department of Education



**US Department
Of Education**

Privacy Impact Assessment
Office of Special Education and Rehabilitative Services (OSERS)
Rehabilitation Services Administration (RSA)
Case Services Reporting System

1. What information will be collected for the system (EX. Name, social security number, annual income, etc)?

The RSA-911 Case Service Report database includes information on all persons exiting the State Vocational Rehabilitation Service program (VR program) during each fiscal year. The system consists of records relating to individuals who have exited the VR program, including, but not limited to, the individual's social security number, disability characteristics, services and training, health insurance, employment outcomes, and earnings.

2. Why is this information being collected?

The information is being collected to satisfy the requirements of section 101 (a)(10) of the Rehabilitation Act of 1973, as amended (Act) in assessing the performance of designated State units in carrying out the vocational rehabilitation program established under Title I of the Act.

3. How will the information be used?

The information will be used in order to compute agency performance on standards and indicators mandated by section 106 of the Act as well as to assess their performance on other evaluative performance measures used in monitoring of Vocational Rehabilitation (VR) grantees and for other program and research purposes. For example, the RSA-911 database is used by individuals for research on services provided as well as disability groups served. Because the VR program is the significantly largest program of the Act, the RSA-911 is almost always used in research projects funded in accordance of section 14 of the Act. The RSA-911 has been used by doctoral candidates using the information from the RSA-911 for their dissertations. In addition, the Department of Education will submit a disposition request, authorizing a three (3) year retention of the data file, to the National Archives and Records Administration (NARA). Pending NARA approval of the request for disposition authority, these records will not be destroyed. Personally identifiable information will be safeguarded as described below in Item 6.

4. Will this information be shared with any other entity? (If so, with which agency or agencies?)

The information is shared with the Social Security Administration in accordance with the attached Memorandum of Agreement (MOA).



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5. Describe the notice or opportunities for consent that are provided to individuals about what information is collected and how that information is shared with other organizations (e.g., posted Privacy Notice).

This system and privacy data in the system will be accessible only to employees of OSERS. Aggregate and other non privacy data is available to external researchers. A full description of opportunities for consent and how information is shared with other organizations is provided in the System of Records Notice (18-16-02) was published in the Federal Register April 8, 2004.

<http://www.ed.gov/notices/pai/pai-18-16-02.pdf>

6. How will the information be secured?

The Case Services Reporting System is a major application requiring a system security plan per OMB Circular A-130, "Management of Federal Information Resources," Appendix III, "Security of Federal Automated Information Resources," and of Public Law 100-235, "Computer Security Act of 1987." A system security plan has been developed in alignment with OMB and legal requirements. This plan details the security requirements and describes the security controls that are in place to meet those requirements. Printed reports containing sensitive data produced from this system are maintained within the locked filing cabinets within the access-restricted State Monitoring and Improvement Division within Office of Special Education and Rehabilitative Services Headquarters. Additional storage and safeguards information is contained in the applicable System of Records Notice referenced below in Item 7.

7. Is a system of records being created or updated with the collection of this information?

A System of Records Notice (18-16-02) was published in the Federal Register April 8, 2004. <http://www.ed.gov/notices/pai/pai-18-16-02.pdf>